

February 26, 2015

## Requirements for the Assistant Building Administrator Certificate (045)

**You will be eligible for a conditional certificate as a building administrator in Maine upon completion of Section A. and at least 2 areas in Section B.**

**You will be issued a five-year professional certificate once you complete Section A, Section B Part I, and Section B Part II or Section C.**

<b>NOTE: The number in ( ) indicates the number of semester hours required.</b>
<b>Section A:</b>
1. Three years of satisfactory public or private teaching experience
2. Criminal history record check approval – based on fingerprints
<b>SECTION B Part I:</b>
1. Federal and Maine civil rights and education laws (3)
2. Special education law (3)
<b>SECTION B Part II</b>
1. Supervision and evaluation of personnel
2. Organizational theory and planning
<b>SECTION C:</b>
School Leader Licensure Assessment: Test 6011 Score 163
<b>SECTION D:</b>
Teaching exceptional students in the regular classroom (3) *** (You will need to meet this requirement at the expiration of your first five-year professional certificate.)

**If this requirements list is more than two years old, please contact the certification office, as the requirements may have changed.**

Fingerprint schedule on web site [www.identogo.com](http://www.identogo.com)

Register at [www.ets.org/praxis/me/requirements](http://www.ets.org/praxis/me/requirements).

Applicants for an administrator certificate may meet a passing score on either SLLA Test Code 1010 or SLLA Test Code 1011 until 8-31-14. As of 9-1-14, all applicants must meet a passing score on test #1011/6011.

\*\*\*These credits may be earned through coursework or through completion of an approved in-service program taken since July 1975 and approved by the Maine Department of Education's Certification Office. This requirement may not be met through experience.

Courses must be 100 level or higher from a four-year accredited college offering a bachelor's degree. Required semester hours shall consist of non-duplicative coursework: examples: only one English Composition course or only one Algebra I course.

Section C. Part II may be met through successful completion of Section C. (the School Leader Licensure Assessment) or submission of a portfolio. The portfolio may contain evidence of professional development activities or experience. Please ask for portfolio guidelines if you are interested in this option. (The cost of review of a portfolio is \$300, in addition to the cost of the

application for certification.) Review of a portfolio does not guarantee acceptance toward requirements.